Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150007-0

A. Item #1 this item has been revised to reflect current AFRC filing practices and to provide for records to be retained that support the mission, function and operations of the AFRC.

B Item #2 this item has been revised to provide for the maintaining and retention of AFRC procedures and instructions.

C. Item # 4 this item has been rewritten to better describe the records.

D. Item # 8 title / file series changed to conform to current usage.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150007-0

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150007-0

E. Item 12 the designation
withdrawn has been
changed to remarks
because the form also
serves as a destruction
record and certificate
of destruction.

F. Item 13 the retention
period has been
changed to 10 years
because the form 490
also serves as a
document receipt.

G Item 14 this item has
been rewritten to explain
current use of courier
receipts and the retention
period has been changed
to 2 years because
co-derived records are
included.

H Item 16 the designation's
instructions has been
changed to comport to

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150007-0

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150007-0

current practice.

I. Item 20 This item has been added to describe Archives Card file which is maintained to record the archival activity of the AFRC.

J. Item 21 This item has been added to describe the correspondence between the AFRC and records officer.

K. Item 22 This item has been added to describe the EAM listing prepared by the AFRC

L. Item 23 This item has been added to describe the EAM punched cards maintained by the AFRC.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150007-0